

Accounting Officer (Specialist)
Accounting Officer (Supervisor)

Task Statements

1	Consult with management, contract managers, State Control Agencies (e.g., State Controller's Office [SCO]), and other agencies for the status of timelines and the development of payment reports, contract parameters, and other accounting issues as needed.
2	Review expenditures to determine compliance with applicable control agencies, bargaining unit agreements, legislation, and department/agency policies.
3	Monitor expenditures to prohibit overspending and correct allocations in compliance with legislation.
4	Review and approve payment requests and cash advances (e.g., travel) in accordance with State Administrative Manual (SAM), California Department of Human Resources (CalHR), and Memoranda Of Understanding (MOU) rules and regulations.
5	Prepare financial statements by extracting accounting data to maintain compliance with uniform reporting standards set by control agencies (e.g., State Controller's Office [SCO], State Treasurer's Office [STO], Department of Finance [DOF], and State Administrative Manual [SAM]).
6	Determine overdue outstanding balances by reviewing aging reports to issue collection letters in accordance with the State Administrative Manual (SAM).
7	Reconcile agency accounts, including general ledger balances, with the State Controller's Office (SCO) fund and appropriation balances using SCO reconciliation reports.
8	Provide general training to personnel on issues relating to accounting, contracts, and various programs administered by accounting.
9	Monitor contracts by auditing invoices and maintaining contract tracking logs to ensure contract balances remain within budget and time period.
10	Schedule invoices for payment by auditing and entering invoices into various databases and preparing documentation for the State Controller's Office (SCO) in accordance with the State Administrative Manual (SAM) and the Uniform Codes Manual (UCM).
11	Review and approve the accounting activities of the claims staff including auditing and scheduling claims for payment to the State Controller's Office (SCO), verifying legality, fiscal accountability, and compliance of the claims with various governing rules and regulations.
12	Act as liaison between Accounting Office, department/agency employees, vendors, and various control agencies on accounting issues.
13	Analyze accounting records (e.g., status reports, payment history reports) to assess accuracy, completeness, and conformance to reporting and procedural standards.

14	Process incoming invoices to ensure payments are made accurately and timely in accordance with California Prompt Payment Act, the State Administrative Manual (SAM), and/or federal guidelines.
15	Audit invoices for completeness and accuracy to ensure charges are legitimate and properly authorized prior to inputting data in accounting systems in accordance with California Prompt Payment Act, the State Administrative Manual (SAM), Victim's Compensation and Government Claim's Board (VCGCB), and/or federal guidelines.
16	Review transaction error reports using department accounting systems in order to make corrections.
17	Compute payments and/or refunds (e.g., interests, taxes, penalties) owed to ensure compliance with reporting and/or other requirements.
18	Review accounting reports and reconciliations with stakeholders by comparing budget to expenditures to ensure funds/appropriations are not overspent.
19	Assist in reviewing the department's financial records, the preparation of year-end financial statements, reconciliations of general ledger accounts, and appropriation balances to the State Controller's Office's (SCO) balances.
20	Prepare and analyze accounting records, financial statements, and other financial reports, including federal funds, to ensure accuracy, completeness, and conformance to reporting and procedural standards.
21	Report to and inform management about accounting issues such as resource utilization, expenditures, and/or cash management.
22	Comply with internal control systems to safeguard state assets in accordance with the State Administrative Manual (SAM).
23	Disseminate policy and procedural memoranda to affected parties to assist in compliance with guidelines, regulations, statutes, and standards for operations.
24	Read and interpret policy manuals, legislative guidelines, department/agency manuals, or other written materials to determine relevant facts and advise personnel.
25	Audit and review incoming financial documents (e.g., invoices, claims, refunds) to determine compliance with the State Administrative Manual (SAM) and regulations.
26	Maintain and update accounting records in databases to accurately report the financial position of the entity.
27	Track payment requirements utilizing electronic databases to avoid penalties and ensure payments are made in accordance with the Prompt Payment Act.
28	Develop record keeping and accounting systems for the accounting office to maintain support documentation for accounting transactions.
29	Provide input and recommendations regarding recordkeeping and accounting systems to management, the Information Technology office, and other stakeholders to assist in improvement and efficiency.

30	Prepare standard data entry and authorization forms to assist personnel in gathering auditing and accounting information consistently.
31	Utilize spreadsheet and/or database software to track progress and maintain accurate records (e.g., invoices, production level, claims).
32	Input vendor information into accounting systems to track 1099 information for reporting purposes in accordance with federal guidelines.
33	Write reports, project summaries, or other more complex documents using word processing and spreadsheet software to document contract and/or payment status, completion, or respond to requests.
34	Write letters, memoranda, and other correspondence using word processing software or other electronic means in order to communicate with various stakeholders, control agencies, and/or management.
35	Write and/or update desk procedures using word processing software in compliance with State and federal rules and regulations.
36	Respond to inquiries (e.g., public, legislative offices, government agencies, special interest groups) about departmental/agency activities to address concerns and issues.
37	Advise management on the relevance of projects in relation to departmental/agency objectives.
38	Provide input and recommendations on the design of accounting or data processing systems.
39	Provide information to supervisors, coworkers, subordinate employees, and the public by telephone or in person.
40	Perform basic arithmetic computations (i.e., addition, subtraction, multiplication, division) using adding machines, spreadsheet software, and/or scientific calculators in order to verify and complete financial records.
41	Conduct basic statistical and/or mathematical analyses (e.g., percentages, means, standard deviations) in order to project accruals, estimated expenditures, and receipts.
42	Summarize numerical data into graphs and charts to communicate key points and trends.
43	Analyze payment history in response to vendor inquiries to provide supporting documentation (e.g., canceled checks, canceled warrants) regarding payments.
44	Research and analyze documents (e.g., invoices, returns, claims, refunds) by gathering relevant information and consulting with program staff or legal staff to determine relevant interpretations of regulations.
45	Conduct research using various tools (e.g., internet, databases, regulations, budget acts) to collect relevant information to complete job tasks.
46	Analyze and evaluate numerical and financial data to compile and maintain financial records.

47	Collaborate on the completion of complex fiscal activities which have a multifunctional and/or statewide impact by providing information/solutions relating to such activities (e.g., contract funding, travel inquiries, funding processes, fiscal reports).
48	Provide audit information to management by gathering data (e.g., findings), making necessary operational corrections, justifying processes, and/or contesting report findings.
49	Supervise staff responsible for maintaining/managing the financial records and statements for various funds.
50	Facilitate brainstorming and resolution sessions with staff to foster a team work environment and maximize productivity.
51	Plan, direct, and supervise the work of staff in the development of project plans, based on workload and expertise to assure quality, quantity, and timeliness standards.
52	Direct staff in work assignments, including development of new or improved financial processes, both automated and non-automated, test development, and rolling out to department users.
53	Review and monitor work of staff to ensure quality, quantity, and timeliness standards.
54	Respond to employee issues related to work conditions/environment by taking the appropriate action in order to maintain employee productivity.
55	Address issues with staff in accordance with workload requirements, bargaining unit agreements, and department/statewide policies.
56	Oversee the implementation of programs by reviewing legislation, coordinating issues, directing staff to accomplish mission and goals, and comply with current statutes.
57	Identify performance issues and take appropriate action with employees in the branch/unit in accordance with the State's progressive disciplinary process.
58	Evaluate employee performance and complete individual development plans and/or probation reports as required as a means of providing performance feedback.
59	Identify staff training needs and availability of appropriate training for employees to meet those needs.
60	Provide formal/informal training to staff relating to the tasks of the positions in the branch/unit.
61	Resolve personal and professional conflicts within the branch/unit (e.g., interpersonal conflict and idea resolution) to facilitate staff-member cohesiveness.
62	Provide positive daily interaction and presence amongst staff members and promptly address conflicts that arise.
63	Comply with health and safety policies by facilitating safety meetings, assisting staff needing medical attention, and completing appropriate documentation.

64	Ensure staff has work space, equipment, phone lines, and proper set up of equipment to perform work.
65	Acknowledge the accomplishments of staff to create a positive environment.
66	Update organizational charts, contact lists, and emergency operational plans to ensure information is current.
67	Oversee the delivery of customer service provided by staff to ensure excellent, courteous, and prompt delivery.
68	Review and edit written documents created by others to ensure proper grammar, spelling, format, and to verify that information is accurate and clearly written.
69	Analyze business operations, trends, costs, revenues, financial commitments, and obligations to project future revenues and expenses or to provide recommendations.
70	Conduct interviews with candidates for employment to ensure new staff meets qualifications required of the job position.